



The Commonwealth of Massachusetts  
**Division of Professional Licensure**  
Board of Registration of  
Real Estate Appraisers  
239 Causeway St, Suite 500,  
Boston MA 02114  
617-727-3055

Dear Applicant:

In order to determine that the educational credits accrued by applicants for licensure and certification meet the minimum criteria established by the Appraiser Qualifications Board (AQB) and the Board of Registration of Real Estate Appraisers (Board), the Board will review courses in accordance with the following guidelines. Furthermore, the Board reserves the right to seek and obtain additional information in ruling on the acceptability of educational credit.

The Board will review materials provided by the course providers and evaluate the appropriateness of the subject matter, length of course and credit hours to be awarded, the examination given for the course, and the qualifications and preparation required of instructors. Based on this review, the Board will generate a list of approved courses for which credit toward licensure or certification will be allowed.

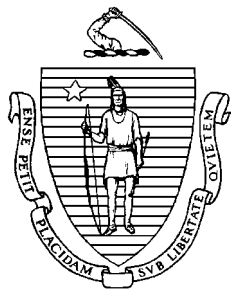
Course providers who wish to be included on the approved list must complete and submit an Application for Real Estate Appraisal Course Approval along with the appropriate fees and documentation.

The Board reviews course materials, reference texts, examinations, course catalogues, school publications, and other information in evaluating the acceptability of a course.

Each course's subject matter must cover at least one of sixteen topics listed in the AQB Qualification Criteria for the Certified General Real Property Appraiser Classification.

Primary education courses must be at least fifteen hours in length and they must include an examination. Continuing education courses must be at least two hours in length and are examination is not required.

The Board will only award credit to courses that meet Massachusetts Board of Registration of Real Estate Appraisers (Board) and Appraiser Qualifications Board (AQB) criteria, as interpreted and set by the Board, for all classifications.



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**Real Estate Appraiser Course Approval Application**

Application Fees :

**Primary Education = \$338.00**

**Continuing Education = \$170.00**

**Primary Education is automatically approved for continuing education as well (except USPAP). However, you must indicate the approval you seek at item 1. Below as the application fee nor any portion thereof is refundable.**

Payment must be made by check or money order payable to the Commonwealth of Massachusetts. Application fees are NON-REFUNDABLE. Each course must accompany a separate application. If multiple applications are submitted together, the checks MUST be separate and the materials must be appropriately organized together with its respective application.

Before completing the information below, please read the guidelines for approval of education credit carefully and completely. In addition, you should refer to the Board's rules and regulations, 264 CMR. Rules and regulations are available at the State House Book Store at 617-727-2834 or on our web site [www.state.ma.us/reg/boards/ra](http://www.state.ma.us/reg/boards/ra).

**Check one type of approval:**

1. Primary Education \_\_\_\_

Continuing Education \_\_\_\_

**School /Provider Information**

2. Name: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Telephone (for public disclosure) \_\_\_\_\_

5. Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

6. Provide a brief description of the organization (attach additional sheets if needed).

\_\_\_\_\_

**Authorized Agent**

7. Person legally authorized to act on behalf on the provider named in item 2 of this application in all matters before the Massachusetts Board of Registration of Real Estate Appraisers including but not limited to matters of discipline, approval or denial of course approval, maintenance of student records, course approval renewals, regular correspondence and any other matters deemed by the Board to be necessary in ensuring that the minimum criteria established by the Appraiser Qualifications Board (AQB) and the Board of Massachusetts Registration of Real Estate Appraisers is enforced. (this person must sign this application)

Name: \_\_\_\_\_

Authorized Agent Contact Address:

\_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

**COURSE**

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course length (hours): \_\_\_\_\_

Examination: Yes \_\_\_\_\_ No \_\_\_\_\_ Examination length (hours): \_\_\_\_\_

Residential: \_\_\_\_\_ Non-Residential \_\_\_\_\_ USPAP \_\_\_\_\_

8. **IF USPAP** attach a copy of the Appraisal Foundation license agreement or certification of course equivalency.

9. Is the course owned by the provider herein making application for approval \_\_\_YES \_\_\_NO  
If NO, provide a letter from the owner authorizing use of the course by the provider herein making application for approval

**All of the following materials must be submitted together with this application.**

- A completed Real Estate Appraiser Course Approval Application
- All texts and materials used in teaching the course.
- Course description and subject matter outline. The outline **MUST** include a notation of time spent on each topic.
- A copy of the examination (examination is required for primary education).
- The organization's instructor qualifications policy and guidelines used in selecting instructors for appraisal education. These guidelines must, at a minimum, the Appraiser Instructor Qualifications and Requirements herein.
- If the course listed herein is not owned by the provider making this application you must provide a letter from the owner authorizing use of the course by the provider herein making application for approval
- Effective 01-01-03. For USPAP courses, a copy of the AQB Certification for the instructor and the provider's license agreement or equivalency certification from the Appraisal Foundation.

Failure to include all the documents together with the completed application will result in denial of course approval.

I, \_\_\_\_\_, legally authorized agent for the provider/school named herein, state under the pains and penalties of perjury that all of the information contained in the application and accompanying documents are true and correct. I further attest that **ALL** of the instructors used in the offering of the course named herein are qualified under the criteria established by the Appraiser Qualifications Board (AQB) and the Board of Massachusetts Registration of Real Estate Appraisers and included as part of this application.

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

My commission expires on: \_\_\_\_\_

# **APPRAISER INSTRUCTOR QUALIFICATIONS AND REQUIREMENTS**

Real estate appraiser instructors must:

- (a) possess two (2) years of experience directly related to the subject matter being taught; or
- (b) possess a baccalaureate or higher degree in a field directly related to the subject matter being taught; or
- (c) possess one (one) year prior experience teaching the subject matter to be taught; or
- (d) have completed a course audit or co-teaching of the course to be taught; or
- (e) possess a combination of education and experience equivalent to one (1), two (2) or three (3) above.
- (f) USPAP courses may only be taught by an AQB certified instructor.

The provider must keep all documents that demonstrate an instructor's competence and qualifications on file and make them available to the Board for inspection upon request.

Exemption (not applicable to 15-hour National USPAP): Full- time college or university instructors teaching real estate appraisal theory or techniques courses in a real estate related degree program in which full college credit is awarded are exempt from the instructor qualification requirements listed herein.

## **264 CMR 9.00 School / Course Approval**

### **9.01: Course Approval**

The Board shall review materials submitted by course providers to determine the acceptability of each course for educational credit toward licensure, certification, and continuing education requirements. The Board will evaluate the appropriateness of the course subject matter, the length of the course and the credit hours to be awarded, the examination given in the course and the qualifications and preparation of the course instructors. All courses shall meet the minimum criteria established by the AQB for acceptable education and such other requirements as determined by the Board.

### **9.02: Application for Course Approval**

(1) A course provider may apply for course approval by filing an application form, accompanied by the appropriate supporting documentation and fee. All materials submitted to the Board in support of an application for course approval shall be retained by the Board.

(2) Each application shall include all of the following information:

- (a) A description of the course provider's educational program, including its origination date, location, whether membership in any organization is a prerequisite to course enrollment, and any other relevant background information. A course catalogue shall be included if available;
- (b) A copy of course materials, including the course syllabus, references and texts, and other instructional tools;
- (c) A copy of the examination given for each course. If because of security concerns an exam cannot be released, a detailed description of the examination, including the number of questions, length of time permitted to complete the exam, whether the exam is open or closed book, whether a calculator or other resources are permitted or required for the exam, may be substituted. Such a description is subject to verification by the Board;
- (d) A copy of the instructor qualification and preparation requirements; and
- (e) Such other information as the Board shall request.

(3) The Board or its agents may verify any information submitted by a course provider.

### **9.03: Course Qualification Criteria**

(1) Each course shall meet the minimum requirements for education contained in the Appraiser Qualification Criteria as established by the AQB as amended, interpreted and clarified.

(2) The subject matter of each course shall be real estate appraisal-related.

(3) Each course must be taught by a qualified instructor as herein described:

- (a) The instructor shall have at least two years of appraisal experience and at least two years of higher education at an accredited college or university; and
- (b) The instructor shall have received instruction on the methods of teaching; and
- (c) The instructor shall have audited or co-taught the course with another instructor before teaching it him or herself. This requirement may be waived by the Board for new courses.

(4) Membership in any organization or association shall not be prerequisite to enrollment in the course.

(5) Course Provider Requirements. Each course provider must:

- (a) take attendance at each class session. Attendance records must be retained by the course provider for five years.
- (b) Maintain records of each course which includes a description of the subject matter; documentation of instructor qualifications; a roster of the names of each person completing the course; and copy of examination or evaluation which served as the basis for awarding the contact hours; and

(c) Provide to the Board, on request, copies of any or all records for a particular course, within 14 days of request by the Board. These records may be used by the Board to determine compliance of the course with 264 CMR 9.00 and 10.00.

#### **9.04: Approved Courses**

- (1) The Board shall publish a list of courses approved by the Board. Courses which have not been approved by the Board will not be accepted for credit by the Board.
- (2) The Board's list of approved courses shall contain the name of the course provider, the course title, the number of classroom hours for which the course shall be given credit and whether the course is acceptable for initial registration, continuing education or both.
- (3) The list may be revised by the Board from time to time to add or delete courses.
- (4) Course providers may not revise the title, content, or classroom hours of any course approved by the Board. An application for course approval must be filed for each course title and for any other variation to a course which may have been previously approved by the Board.
- (5) Members of the Board or its agents may audit courses and require submission of student evaluations to verify the quality of the educational offering.
- (6) The Board may withdraw approval of a course at any time upon its determination that the qualification criteria as set forth in 264 CMR 9.03 are not being met.

#### **9.05: Renewal of Course Approval**

Approved courses shall be reviewed by the Board every three years. Course providers shall submit a petition for renewal of course approval on a form provided by the Board. The petition must be accompanied by the appropriate course approval fee.

## **264 CMR 10.00 Continuing Education**

#### **10.01: Purpose**

The purpose of continuing education is to ensure that the state-licensed/certified appraiser participates in a program that maintains and increases the appraiser's skill, knowledge and competency in real estate appraising. The Board adopts the AQB recommendations for the content and requirements for continuing education, as such recommendations may be revised from time to time.

#### **10.02: Requirements**

To be eligible for renewal of a license or certificate, including trainee and transitional licensees (see 264 CMR 10.02(7) and (8), each appraiser shall present evidence satisfactory to the Board that the following continuing education requirements have been met:

- (1) Completion of 45 classroom hours of instruction in Board-approved courses or seminars during each renewal period (every three years) covering a broad range of the real estate appraisal related topics listed in 264 CMR 10.02(5), including completion of a Board-approved course of at least seven hours covering a review and updated changes of the USPAP. Credit may be denied for courses which are taken more than once or which are similar in subject matter.
- (2) State-certified general real estate appraisers must complete at least 15 classroom hours of instruction in courses concentrating on nonresidential education. EFFECTIVE July 1, 1997, state certified general real estate appraisers must complete at least 21 hours of instruction in courses concentrating on nonresidential education for renewal of their licenses on and after July 1, 1997.
- (3) Credit toward the continuing education classroom hour requirements shall be granted only where the length of the educational offering is at least two hours.
- (4) Credit shall be granted for courses which have been approved by the Board as meeting the requirements of 264 CMR 9.00.
- (5) Credit may be granted for educational offerings which are consistent with the purpose of continuing education stated in 264 CMR 10.01 and cover real estate appraisal related topics, including but not limited to, those topics listed in 264 CMR 10.02(5)(a) through (o).:

- (a) *ad valorem* taxation;
- (b) arbitration;
- (c) business courses related to practice of real estate appraisal;
- (d) construction estimating;
- (e) ethics and standards of professional practice;
- (f) land use planning, zoning and taxation;
- (g) management, leasing, brokerage, timesharing;
- (h) property development;

- (i) real estate appraisal (valuations/evaluations);
- (j) real estate law;
- (k) real estate litigation;
- (l) real estate financing and investment;
- (m) real estate appraisal related computer applications;
- (n) real estate securities and syndication; and
- (o) real property exchange; and
- (p) real estate appraisal topics related to fair housing and lending.

(6) Continuing education credit may also be granted for teaching, program development, authorship of textbooks, or similar activities which are determined to be equivalent to obtaining continuing education. Credit for teaching or developing a course or seminar is limited to the number of classroom hours of the course for the initial offering of such course.

(7) Requirements for Renewal of Trainee License. Prior to July 1, 2000, a real estate appraisal trainee must complete a Board-approved course of at least 15 classroom hours in the Uniform Standard of Professional Appraisal Practice to qualify for renewal of the trainee license. Effective July 1, 2000, a trainee must meet the requirements of 264 CMR 10.02(1) to renew a trainee license.

#### **REGULATORY AUTHORITY**

264 CMR 10.00: M.G.L. c. 13, § 92; c. 112, §§ 173 through 195.

## **SAMPLE COURSE OR SEMINAR PASS NOTICE**

Name of Provide/School  
Address of Provider/School

Course completion date

Name of Licensee or License Applicant  
Address of Licensee or License Applicant

Congratulations, you have passed **(NAME OF COURSE)** offered by **(NAME OF PROVIDER/SCHOOL)** at **(LOCATION AT WHICH THE COURSE WAS OFFERED)** on **(BEGIN AND END DATES AND TIMES)**.

You achieved a score of **(PERCENT AND LETTER GRADE)** on the examination offered upon the conclusion of the course.

The **(NAME OF COURSE)** offered by **(NAME OF PROVIDER/SCHOOL)** is approved for **(NUMBER OF CREDIT HOURS APPROVED BY THE BOARD OF REGISTRATION OF REAL ESTATE APPRAISERS)**.

Signature of instructor

Printed name of instructor